



## CITY OF DURHAM | NORTH CAROLINA

**Date:** July 8, 2014

**To:** Thomas J. Bonfield, City Manager  
**Through:** W. Bowman Ferguson, Deputy City Manager  
**From:** Donald F. Greeley, Director, Water Management

**Subject:** Department of Water Management On-Call Master Service Agreements

### **Executive Summary:**

In response to the City's Request for Qualifications for On-Call Professional Services for Water and Wastewater Treatment, Utility Infrastructure and Management Consulting Services, the Department of Water Management has received and evaluated Statements of Qualifications (SOQs) from 28 on-call professional consultants. The consultants' services augment the services of City staff on an on-call basis and assist the Department in meeting critical deadlines for: 1) system and plant rehabilitation projects; 2) services that require specialized expertise; 3) CIP project delivery; 4) collection and distribution system assessment; and 5) consulting for internal management and utility financing. The on-call services are intended for projects with anticipated design and consulting fees no greater than \$100,000.

Staff from Water Management and the EO/EA Department reviewed the SOQs to determine the firms' qualifications, and estimated the amount of projects that may be needed over the term of the contract. Eleven firms were selected based on this review and estimate. Each of the selected firms will be required to enter into a three year term Master Service Agreement with the City. This Master Service Agreement gives the City Manager the authority to execute supplemental work agreements for \$100,000.00 or less consistent with previous On-Call Master Agreements. Supplemental agreements for services over \$100,000.00 would require Council approval.

### **Recommendations:**

The Department recommends the City Council:

1. Authorize the City Manager to execute Master Service Agreements with 1) Arcadis G&M of North Carolina, Inc.; 2) Brown and Caldwell, Inc.; 3) CDM Smith Inc.; 4) GHD Consulting Services Inc.; 5) Hazen and Sawyer, P.C.; 6) Hydrostructures, P.A.; 7) McKim & Creed, Inc.; 8) Raftelis Financial Consultants, Inc.; 9) Schnabel Engineering South, P.C.; 10) URS Corporation -- North Carolina; and, 11) W.K. Dickson & Co., Inc. for On-Call Professional Services; and
2. Authorize the City Manager to negotiate and execute Supplemental Service Agreements pursuant to the Master Service Agreement for services up to \$100,000 for each project without additional Council approval.

### **Background:**

The Department of Water Management has been aggressively assessing the condition of existing water and sewer infrastructure, and developing programs and methods to rehabilitate the City's water and sewer infrastructure. The on-call consultants selected

augment the services of staff by providing an additional resource to complete both the assessment of the system as well as provide design and construction administration services to make the needed upgrades. Typical examples of work are: 1) system and plant rehabilitation projects; 2) services that require specialized expertise; 3) CIP project delivery; 4) collection and distribution system assessment; and 5) internal management infrastructure and financial consulting. This is the second On-Call Professional Services program the Department of Water Management has initiated. Similar On-Call Professional Services programs exist in the General Services and Transportation Departments.

**Issues and Analysis:**

SOQs to provide engineering services for the next three years were solicited by the City. Twenty-eight responses were received. Staff reviewed the SOQs to determine the firms' respective qualifications. Staff also reviewed the number of projects currently planned for inclusion in the On-Call program to ensure that the selected firms would not be overburdened or under-utilized. This detailed review of the submitted qualifications as well as the balancing of anticipated workload resulted in the selection of eleven prime consulting firms. The proposal selection teams consisted of members from the Equal Opportunity/Equity Assurance Department and the Department of Water Management.

The following firms were selected:

- 1) Arcadis G&M of North Carolina, Inc.
- 2) Brown and Caldwell, Inc.
- 3) CDM Smith Inc.
- 4) GHD Consulting Services Inc.
- 5) Hazen and Sawyer, PC
- 6) Hydrostructures, P.A.
- 7) McKim & Creed, Inc.
- 8) Raftelis Financial Consultants, Inc.
- 9) Schnabel Engineering South, P.C.
- 10) URS Corporation – North Carolina
- 11) W.K. Dickson & Co., Inc.

Each of the selected firms will be required to enter into a three year term Master Agreement with the City. This Master Agreement gives the City Manager the authority to execute supplemental work agreements for \$100,000.00 or less consistent with previous On-Call Master Agreements. Supplemental agreements for services over \$100,000.00 will require Council approval.

**Alternatives:**

There are two alternatives:

1. Do not approve the recommendations and attempt to design and oversee construction of affected infrastructure improvements with City staff. City personnel do not currently have the availability or resources to design and administer the volume of projects within the timeframe required. Developing design plans internally would require additional staff for electrical and structural design as well as shift all claim liability on to City staff.
2. Do not approve the recommendations and issue the affected infrastructure improvements as separate Requests for Proposals (RFP). Under this alternative, the affected projects would possibly be combined in to larger RFPs, and issued as multiple advertisements to consultants. This process would be less efficient,

requiring City staff to write multiple RFPs and review multiple consultant responses, requiring a large time commitment relative to the overall cost of the projects.

**Financial Impacts:**

Funds for the On-Call program will come from several sources. Once a Supplemental Service Agreement is signed for each project, a new project code will be established and the monies transferred in. Money is budgeted in the CIP under the following codes:

Asbestos Cement Line – P0100  
Enhanced Nitrogen Removal – P2130  
Lake Michie and Little River Rehab – P0500  
Two Inch Water Main – P0900  
Water Distribution System Rehabilitation – P0B01  
Water Facilities Rehabilitation – P0B09  
Water-Future Supply/Source Protection – P0B03  
Water Regulatory Improvements – P0B06  
Sewer Collection System Rehabilitation – P2800  
Wastewater Process Rehabilitation – P2510

**SDBE Summary:**

See Attachment A – SDDBE Compliance Report

**Attachments**

Attachment A – SDDBE Compliance Report  
Attachment B – Master Service Agreement, Arcadis G&M of North Carolina, Inc.  
Attachment C – Master Service Agreement, Brown and Caldwell, Inc.  
Attachment D – Master Service Agreement, CDM Smith Inc.  
Attachment E – Master Service Agreement, GHD Consulting Services Inc.  
Attachment F – Master Service Agreement, Hazen and Sawyer, P.C.  
Attachment G – Master Service Agreement, Hydrostructures, P.A.  
Attachment H – Master Service Agreement, McKim & Creed, Inc.  
Attachment I – Master Service Agreement, Raftelis Financial Consultants, Inc.  
Attachment J – Master Service Agreement, Schnabel Engineering South, P.C.  
Attachment K – Master Service Agreement, URS Corporation – North Carolina  
Attachment L – Master Service Agreement, W.K. Dickson & Co, Inc.